

Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee

Meeting Minutes

Approved by Committee July 22, 2004

May 27, 2004

The Access Idaho Steering Committee monthly meeting was held on Thursday, May 27, 2004, from 1:30 to 2:30 p.m., in Conference Room 155 of the LBJ Building, Boise, Idaho.

CALL TO ORDER, WELCOME

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:

Bill Farnsworth, ITRMC Staff
Chuck Goodenough, Secretary of State's Office
John McAllister, Dept. of Commerce and Labor
Susan Simmons, Idaho Transportation Dept.
Rob Spofford, Department of Water Resources
Jeff Walker, Access Idaho

Absent Member(s):

Mark Little, Division of Purchasing

Others Present:

Jon Eckerle, Department of Administration
Rich Elwood, ITRMC Staff
Brian Davis, Access Idaho
Emily Gales, ITRMC Staff
Rich Steckler, Access Idaho

SOFTWARE ESCROW

Chairman Farnsworth explained why a safety deposit box was needed to hold the state homepage source code. Six representatives (three from the state, three from Access Idaho) would have access to the box. The Division of Purchasing was drafting an escrow agreement. *It was decided this issue would be placed on the agenda for action by the Steering Committee at its next meeting.*

MOTION: Farnsworth moved and Goodenough seconded a motion to approve the April 22, 2004, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

REPORT FROM ACCESS IDAHO

Jeff Walker, Access Idaho, reviewed the Access Idaho **General Manager's Report** (refer to handout: http://www2.state.id.us/itrmc/committees/accessidaho/gm_reports/Apr04.pdf). Walker also reviewed upcoming and in-development projects with the group.

DISCUSSION ITEM

Farnsworth advised he had shared information on **multi-agency mini-portals** in development with, and received feedback from, state webmasters.

REVIEW OF SERVICE LEVEL AGREEMENTS

The **State Controller's Office Service Level Agreement (SLA)** was presented to the Steering Committee for review only, and not for approval, as it was for an elected official.

Farnsworth and Walker then reviewed the **Board of Nursing SLA, Addendum B**.

MOTION: Simmons moved and Goodenough seconded a motion to approve Addendum B to the Board of Nursing SLA, and the motion passed unanimously.

DOT-GOV URL APPROVALS

Jon Eckerle, Department of Administration, reviewed the list of requested Uniform Resource Locators (URLs) (refer to handout:

<http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m040527/dot-gov.pdf>).

MOTION: Spofford moved and McAllister seconded a motion to approve use of the following URLs by the Department of Commerce and Labor: 'trade.idaho.gov,' and 'lmi.idaho.gov,' and the motion passed unanimously.

DISCUSSION POINTS

- **Dot-gov migration.** Chairman Farnsworth mentioned the migration to the '.gov' domain was spreading rapidly throughout state agencies. Overall, there was good support from state webmasters.
- **IronMail.** **Rob Spofford**, Department of Water Resources, spoke in support of the implementation of IronMail, an anti-spam product.
- **GovDocs.** Farnsworth discussed GovDocs, Inc.'s GovDelivery® E-mail Subscription Management system and its potential use by state agencies.
- **State homepage update.** A draft layout revision of the state homepage was presented and explained.

ADJOURNMENT

As there was no other business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:30 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, June 24, 2004, from 1:30 to 3:00 p.m. in Conference Room 155 of the LBJ Building, 650 West State Street, Boise.

Respectfully submitted,

Emily Gales, ITRMC Assistant